

17 November 2003

Dear Councillor

**CONSTITUTION TASK GROUP MEETING – TUESDAY 25 NOVEMBER**

A meeting of the Constitution Task Group will be held at the Council Offices, Civic Suite Meeting Room, London Road, Saffron Walden, on Tuesday 25 November at 7.30 p.m.

Yours faithfully

MICK PURKISS

Committee and Communications Manager

**A G E N D A  
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Notes of the meeting held on 24 March 2003 (previously circulated)
- 3 Business arising.
- 4 To consider the following Notice of Motion proposed by Councillor R J Copping and referred to the Task Group by Council:-  
“That this Council reviews urgently its procedures for the conduct of Council meetings so as to enable members to raise issues arising from business conducted by the Council’s committees between Council meetings”.
- 5 Representation on Committees (attached)
- 6 Question Time.
- 7 To consider any other issues arising from Committees.
- 8 Future Work Programme.
- 9 Any other items which the Chairman considers to be urgent.

To: Councillors **C M Dean**, E J Godwin, V J T Lelliott, A R Row,  
A R Thawley and P A Wilcock

Also to: B D Perkins, M J Perry and M T Purkiss.